



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: MINIMUM CLASS LOAD OF 18 FOR AIDABLE CLASSES	Code: DD0600
97-98 CLASS SIZE GUIDELINES (FROM CLASS SIZE COMMITTEE)	
Policy Reference: D0600, Scheduling Instructional Programs and Courses	

The minimum class load is 18 students for aidable classes.

Aidable classes will be permitted to operate only when eighteen (18) or more students are enrolled unless there are extenuating circumstances and approval is given by immediate supervisor (usually the associate dean), and, where required, the division dean (see below). The provost and president will be kept informed. Be advised this number is subject to change. The Class Size guidelines approved in 1997-98 academic year are to be incorporated into this procedure. Their use is critical to successful implementation of this procedure.

Classes that do not have an enrollment of 18 or more students at the first scheduled meeting will be canceled or combined with other classes. Extenuating circumstances that may warrant deviation from this rule are limited to the following:

1. A class required for graduation where no other substitution is possible.
2. Apprentice classes where a specific trade requires specialized training.
3. Specialized training where the capacity is small, usually less than 18. (Driver Training Behind the Wheel is an example.)
4. A funded program such as ABE, CETA, or High School Contract Services which is ongoing and/or open-ended.
5. Open-ended workshop classes such as reading workshop and English as a Second Language where past experience shows that enrollment will probably increase.
6. Certain aidable evening courses which, on a given evening, are not duplicated elsewhere within the same region of the district.
7. Laboratory and clinical sections when:
 - Limited by the number of workstations.
 - Accreditation or licensure bodies mandate a smaller student/instructor ratio.



Title: RELOCATION ASSISTANCE ALLOWANCE	Code: CC2100
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- The number of student positions or openings is limited, due to site availability or manageability.
1. Newly created technical and technical support courses associated with new or revised programs and certificates.
 2. Classes with six students or less when required for graduation; however, the offerings of such classes should be limited to not more than two sections, offered at different times (day, evening, or weekend).
 3. It is the only section of the course offered within the district.
 4. Initiated to implement new programs in order to pique interest in those programs.
 5. Courses specifically approved and agreed upon by the dean and associate dean to let the course run based on other extenuating circumstances.

To administer the "Rule of 18," the immediate supervisor will be responsible for taking action to close or combine classes. If the supervisor decides that a class with less than 18 should continue because "extenuating circumstances" exist, the division dean must approve that decision. Form G:55 indicating specific extenuating circumstances should be approved by the dean and a copy sent to the executive vice president.

Office of Responsibility: Provost